



**Natural Learner (preschool)  
& Extended Day Assistant**

Kazoo School's mission is to prepare children to be confident critical thinkers, lifelong learners, and engaged citizens by providing a progressive educational environment that nurtures, empowers, and inspires.

- 1 To work as part of the Natural Learner team to provide safe, high quality education and care for young children
- 2 To work under the direction of the co-teachers and to give support to other personnel within the learning environment

**Hours of Work**

Part-Time

**Responsible to**

Co-Leads/ Director of Programs/ Head of School

**Duties and Responsibilities**

1. To assist with the planning of the curriculum by providing safe, creative and appropriate educational opportunities for all children within an inclusive environment, preparing activities, organizing programs and arranging equipment
2. To act as a caregiver to a small group of children, working closely with parents/caregivers to ensure individual needs are met, and to be responsible for observations and record keeping relating to the progress and development of children
3. To ensure that activities are carried out in a safe and responsible manner in accordance with State of Michigan licensing requirements, and to advise the preschool co-leaders and Director of Programs of any concerns regarding children, equipment etc.
4. To follow all pre-school and whole-school policies, including those regarding safety and confidentiality
5. Offer the highest standards of physical and emotional care, health and safety, personal and food hygiene at all times
6. Working creatively with children within the progressive education and Reggio Emilia framework, as instructed by pre-school co-leaders and Director of Programs
7. Daily interaction with children to provide range of stimulating activities to promote all areas of learning
8. Ensuring all children have equal access to opportunities to learn, develop, and fulfill their potential through and understanding and implementation of inclusive practices
9. Working with range of people including school staff, visiting professionals and agencies, parents, children and families, and visitors and student placements
10. Work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during activities
11. Significant elements of inside and outside work, including leading outdoor learning.
12. Promoting positive values, attitudes and good child behavior, dealing promptly with conflict using a Restorative Justice model
13. Having a positive approach to continuous professional development
14. To encourage parental involvement and support through the development of relationships

**Natural Learner & Extended Day Assistant - Ideal Candidate Specification:**

<b>Essential</b>	<b>Desirable</b>
<b>Skills, aptitude, knowledge and experience</b> <ul style="list-style-type: none"><li>• Ability to plan effective learning and care programs either under appropriate supervision and guidance or in collaboration.</li><li>• Ability to work independently using own initiative.</li><li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li><li>• Ability to relate well to children and adults including other professionals/caregivers/parents</li><li>• Ability to demonstrate and promote good practice in line with the ethos of the school</li><li>• Ability to manage multiple tasks</li><li>• Effectively communicate with adults and children</li><li>• Good written, verbal and non verbal communication</li></ul>	<ul style="list-style-type: none"><li>• Proven experience of working with children in an early learning environment</li><li>• Experience working as part of a team</li><li>• Ability to reflect on learning and care needs and use this knowledge to impact on children's outcomes e.g. in planning, procurement of resources, communication with parents</li><li>• Ability to interact with children and support their involvement in physical activities and outdoor play</li></ul>
<b>Personal qualities</b> <ul style="list-style-type: none"><li>• Proactive and positive team player, able to work constructively to understand school roles and responsibilities and own position within these.</li><li>• Enthusiasm for learning and working with children</li><li>• Caring, friendly, approachable, open, inclusive, welcoming, and personable</li><li>• Able to maintain confidentiality at all times</li></ul>	<ul style="list-style-type: none"><li>• Reflective approach and commitment to personal development</li><li>• Able to provide consistently high levels of quality care and education opportunities to all children</li></ul>
<b>Qualifications</b> <ul style="list-style-type: none"><li>• Willingness to participate in other development and training opportunities</li><li>• Must successfully complete comprehensive fingerprinting required by LARA</li><li>• Must complete required training by LARA</li><li>• Updated CPR/FA/BBP or willing to be trained</li><li>• Be able to provide proof of negative TB test</li></ul>	<ul style="list-style-type: none"><li>• Full working knowledge of relevant policies/codes of practice and awareness of State of Michigan licensing requirements</li><li>• Willingness to participate in training/development as and when identified by Head of School/Co-Leads/ Director of Programs as essential for performance of the position.</li><li>• Understanding of principles of child development and learning processes</li></ul>

This post requires a full background check as there may be periods of unsupervised access to children. Fingerprints and satisfactory references will be obtained prior to commencement of employment.

Please send your resume and cover letter to [info@kazooschool.org](mailto:info@kazooschool.org). This job closes on December 20, 2018.